

# FAQs FOR ATTORNEY VOLUNTEERS

## WHAT ARE THE MVLCs?

The Marquette Volunteer Clinics are free brief legal advice and referral services provided to the community by Marquette law students and volunteer attorneys. The clinics do not provide ongoing representation.

## AM I ELIGIBLE TO PARTICIPATE AS A VOLUNTEER?

You must be licensed in Wisconsin and in good standing to participate with an exception for registered in-house lawyers per SCR 10.03(4) (f). We ask you to complete the MVLC Volunteer Attorney Training (<https://law.marquette.edu/mvlc/volunteer-attorney-information>) which provides you with important information regarding our processes, policies, resources, etc. The in-person training is eligible for one ethics CLE credit.

## WHEN & WHERE DO THE CLINICS OPERATE?

	Milwaukee Co. Veterans Service Office	House of Peace	United Community Center	Milwaukee Justice Center			Mobile Legal Clinic
<b>When:</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Mondays, 4:00-6:00 PM General Civil OR Estate Planning Clinic	Tuesdays, 4:00-6:00 PM General Civil OR Estate Planning Clinic	Wednesdays, 5:00-7:00 PM	Mon-Wed 1:30-3:30PM <b>FAMILY LAW ONLY</b>	Thursdays 2-4PM	Fridays 9-11AM	Various weekdays and Saturdays
<b>Where:</b>	6419 W. Greenfield Ave., West Allis, WI	1702 W. Walnut St., Milwaukee, WI	730 W. Washington, Milwaukee, WI	Milwaukee County Courthouse 901 N. 9 <sup>th</sup> St., Room G9, Milwaukee, WI			Upcoming location information here: <a href="https://www.mkemobilelegalclinic.com/">https://www.mkemobilelegalclinic.com/</a>
<b>Need a Sub?</b>	Email: <a href="mailto:Va-attorneys@lists.marquettelaw.org">Va-attorneys@lists.marquettelaw.org</a>	Email: <a href="mailto:Hop-attorneys@lists.marquettelaw.org">Hop-attorneys@lists.marquettelaw.org</a> If you are a family law attorney, note in your email that you will need a family law attorney sub.	Conflicts and Family Attorneys: email <a href="mailto:ucc-attorneys@lists.marquettelaw.org">ucc-attorneys@lists.marquettelaw.org</a> . If you are a family law attorney, note in your email that you will need a family law attorney sub. Quarles Attorneys: email Nydia Antongiorgi at <a href="mailto:Nydia.Antongiorgi@quarles.com">Nydia.Antongiorgi@quarles.com</a>	Email: Mary Ferwerda at <a href="mailto:Mary.Ferwerda@wicourts.gov">Mary.Ferwerda@wicourts.gov</a>			Email: <a href="mailto:MKEMobileLegalClinic@gmail.com">MKEMobileLegalClinic@gmail.com</a>

## HOW MANY HOURS WOULD I VOLUNTEER AT THE CLINICS?

On average, volunteer attorneys work one two-hour shift every four to six weeks. We schedule by the semester (fall, spring, and summer) and typically, an attorney works approximately four two-hour shifts per semester.

**HOW OFTEN ARE THE SCHEDULES PREPARED?**

We prepare three schedules per year, corresponding with the semesters. You will be asked about your preferences and availability before we schedule you.

**WHAT KINDS OF CASES WILL I SEE?**

Clients bring a wide range of civil legal questions to the clinics. Family law is the most common area of law we see and for this reason we work to schedule at least one family law attorney during each clinic shift. Housing questions, debt issues, and various small claims scenarios are presented at every clinic. Attorneys are not expected to be experts in all areas of law. Attorneys are able to provide competent brief legal advice even on matters about which they have little knowledge because of the resources and support available at each clinic. This includes other attorneys with whom to consult, topical resource guides, law student assistance, and an attorney supervisor present onsite or available by phone. Some questions are ill-suited for brief legal advice including employment discrimination, public school law, commercial real estate transactions, and complex litigation. All volunteer attorneys have discretion to tell a client that their question is simply too complex for the brief services provided at the clinics.

**WILL I BE COVERED BY LIABILITY INSURANCE?**

Marquette University provides liability insurance for all trained attorney volunteers of the MVLC.

**ARE WE EXPECTED TO COMPLETE FORMS FOR CLIENTS?**

Generally, yes. It is common for volunteer lawyers to complete small claims forms, fee waivers, and many other civil court forms. Ideally, clients should leave with documents signed, notarized, the appropriate number of copies made, and a checklist of instructions about how to proceed. The Milwaukee Justice Center offers daily forms assistance for Milwaukee County family court cases to which clients may be referred for help.

**ARE WE PERMITTED TO DRAFT LETTERS OR OTHER DOCUMENTS?**

Yes. Volunteer attorneys are encouraged to draft letters or other documents they deem appropriate given the brief legal advice setting. Court documents prepared from scratch (as opposed to court forms produced by the Wisconsin Court System) must contain a statement that the document was prepared with the assistance of an attorney.

**CAN WE TAKE CASES FOR PRO BONO REPRESENTATION FROM THE CLINIC?**

Yes. If you do, you will be proceeding without reliance on Marquette University's liability coverage. The State Bar may provide you with coverage for pro bono representation. Contact pro bono coordinator Jeff Brown at [jbrown@wisbar.org](mailto:jbrown@wisbar.org) for more information.

**CAN WE REFER CLIENTS TO PRIVATE ATTORNEYS?**

There are instances where such a referral may be appropriate; however, we ask that you provide the client with several choices.

**WHAT DO STUDENTS EXPECT FROM ME?**

Please think of yourself in a mentoring role to the students. Sharing your legal reasoning and analysis is certainly part of students' interest, but the clinic is also a comfortable place for students to connect with lawyers as they develop professionally. As time allows, conversation about your own career path and development and words of wisdom for the student are appreciated.

**VOLUNTEERS HAVE PERSONAL PRO BONO ACCOUNTS.** Access the account at <https://marquette.vsyslive.com/>. Your account username and password are the email address you have provided us. You may change your password once you log in for the first time. In your account you can view your upcoming assignments, view your pro bono and CLE history (click on the "Reports" tab), update your profile with current contact information and areas of expertise, and more. It is helpful for us to have your mobile and desk numbers on record. Please fill them in if they are not already.

Visit our website for information about upcoming CLEs and other clinic information: <http://www.marquettelegalclinic.org>